

Charter

Charter for the Company Employee Safety Team

Charter	CHARTER FOR THE COMPANY EMPLOYEE SAFETY TEAM	Identifier: CTR-26
Companywide		Revision: 2
Document Control Center: ((208) 526-1202	Document Owner: ESH&QA General Manager	Page: 1 of 4
		Effective Date: 10/09/00

Change Number: 43442

1. CHARTER

The primary purpose of the company employee safety team (CEST) is to provide an avenue for employees, regardless of level of responsibility in the organization, to contribute to and strengthen the safety and health program.

2. FUNCTION

The CEST is empowered via this charter to 1) solicit and encourage employee involvement in, and provide direction to, Safety and Health programs and Awareness activities 2) develop and submit solutions for company level safety concerns/issues to Senior management 3) monitor company level safety and health trending data (injury/illness data, inspection data, safety concerns data, and investigation corrective actions/root causes) and take action as appropriate, 4) contribute to the annual company level Safety and Health goals and critical outcomes, 5) establish CEST specific Safety and Health goals and action plans annually, and 6) serve as the communication pathway between the Unit Employee Safety teams and Senior Management.

3. CEST COMPOSITION

The CEST is co-chaired by the company President and General Manager or his designee and an employee, selected and voted upon from the CEST members by the CEST members.

CEST membership is comprised of the 2 Co-chairpersons, the 11 Unit Employee Safety Team Chairpersons or their designee, a representative from each of the 5 unions (designated by the respective unions), a representative from construction (designated by Construction Management) and the ESH&QA General Manager or designee. A complete quorum is 20 members.

Other non-voting representatives include a secretary appointed by the co-chairs, a representative from the VPP Program office and senior managers who rotate attendance at the meeting each month.

Tenure of members will be reviewed annually to ensure there is adequate representation and turnover. Review is documented in the minutes.

Attendance to the CEST meetings is open to all employees.

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4. RESPONSIBILITIES

4.1 President and General Manager

- Executive Co-Chairperson and Champion of CEST
- Ensure follow-up of actions resulting from meetings
- Working with the other co-chairperson and secretary, prepare the monthly agenda.

4.2 Employee Co-Chairperson

- In consultation with the President and General Manager, conducts the CEST meeting
- Act as the liaison between subcommittees and CEST
- Interact with the CEO and the secretary to prepare meeting agendas
- Present the charter for review by the CEST membership annually
- Monitor and keep records of any funds made available to the CEST.

4.3 Secretary

- Record, publish and distribute meeting minutes
- Maintain an attendance roster at the team meetings
- Assist in preparing the monthly meeting agenda. The agenda should include any open ICARE Workgroup tasks
- Post the CEST charter on the Electronic Document Management System
- Actions/issues will be tracked and closed through the meeting minutes.

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4.4 ESH&QA General Manager

- Serve as an Advisor and liaison between the CEST and the ESH&QA organization.

4.5 Team Members

- Attend and contribute to the CEST meetings
- Provide for “two-way” communication of the employees you represent and the CEST
- Participate on sub/ad-hoc committees, as assigned
- Attend the appropriate training sessions
- Have ready access to data on ICARE
- Be on distribution for the “Performance Measures and Trending Report” Independent Oversight and Trending Dept.
- Complete actions assigned in a timely manner
- Ensure that Unit team members receive appropriate training

4.6 VPP Program Office

- Keep the CEST apprised of projects/activities/program sponsored by the Program Office
- Provide appropriate training

5. CEST ADMINISTRATION

5.1 Team Quorum Requirements

The CEST will meet at least monthly. An annual schedule will be published and issued by the team secretary at the beginning of each fiscal year.

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A working quorum will consist of 75% of the membership. Quorum attendance will be so noted in the minutes. Process/program directions and issue resolutions are passed by a majority vote of the working quorum. Meeting minutes are published and posted on various Company Bulletin Boards and the Intranet bulletin board.

5.2 Administrative

Various subcommittees and ad-hoc committees may be formed to address special issues that arise. These committees will report their products to the CEST.

Annually review the charter. Any changes require a majority vote of the working quorum.

Actions and other issues are followed up and documented in subsequent meeting minutes.

Distribution of any budget allotted to the CEST is a matter of voting.

Members of the CEST and area EST's receive training in the areas of Inspections, Investigations, ICARE, Trending and S&H Goals and Action Plan Preparation. Training is offered annually for new members. Attendance is documented on a training roster and entered into the TRAIN system.

5.3 CEST GOALS AND OBJECTIVES

Safety and health goals and objectives provide areas of focus at both Unit and Company level. At the first of each year, the CEST develops specific goals and objectives. These goals are communicated to the ESTs for consideration as Unit level goals are developed. Goals and objectives are developed using safety and health trending data, results of annual S&H Program evaluation and corporate level goals.

5.4 CEST TRENDING

The CEST utilizes safety and health data to establish meaningful trends. With this information, continuous improvement is initiated and safety goals and objectives (actions) are developed and implemented. Safety and health data is drawn from various company level sources.